

Bellevue Family 4th of July



**Bellevue Parks &
Community Services**

www.bellevuewa.gov

2015 Food Vendor Application & Information Packet **Application Deadline: April 10, 2015**

The July 4th Celebration is a free public event, attracting more than 60,000 visitors to the Bellevue Downtown Park. The event features live music, family entertainment, children's areas, food court, and concludes with music performed by the Bellevue Youth Symphony Orchestra, synchronized with the Eastside's largest fireworks display.

It is important that the information you submit on this application is complete and accurate. This information includes a complete list of your electrical appliances and wattage, correct business name and contact information, UBI number and insurance, and menu items and prices. Incomplete or inaccurate information may disqualify the application.

Day of event: Saturday, July 4, 2015

Food Court Location: Bellevue Downtown Park, south parking lot entrance located on NE 1st St

Food Court Operating Hours: 2pm to 10pm – peak selling time starts around 7pm (at 10pm, all lights out for fireworks display)

Estimated Load-in time: 10am to 12pm

Main Stage Entertainment: 6pm to 10:30pm

Children's Area: 2pm to 9pm

Contact Information

Bellevue Parks & Community Services, Northwest Arts Center

PO Box 90012, Bellevue WA, 98009-9012

Phone: 425-452-4106

Fax: 425-452-2051

E-Mail: DPettersson@Bellevuewa.gov

Booths Size & Fees

10 x 10 \$400 includes 2-20-amp, 120 volt circuit of electricity

10 x 20 \$800 includes 2-20-amp, 120 volt circuit of electricity

10 x 30 \$1200 does not include electricity

In order to better meet fire, public health, and safety requirements, vendors may be given an additional space behind the designated booth space. Additional space must remain as “uncovered open flame” cooking and for extra storage.

Vendors may also purchase additional electricity. One extra 20-amp, 120 volt circuit of electricity for \$100. Notify NW Arts Center by May 22.

Application Process

- Review the content of this package and be aware that there are additional requirements and rules from King County Public Health, Bellevue Fire Dept, and for operating a business in Bellevue. The City of Bellevue also requires a Certificate of Insurance.
- Complete the enclosed application and send with payment before April 10, 2015. The information you submit on your application must be accurate including the name of your business, UBI #, contact name, number, menu items, and electrical appliances. Incomplete information may disqualify you from participating. New vendors must submit a photo that shows how you plan to set up your booth.

Selection Process

- We try to have a variety of foods represented; however some popular food items will be duplicated. Selection criteria includes past experience, food quality, booth appearance, and available space. There is no guarantee that participants from the previous year will be accepted. The location of a food booth is determined by booth size, power needs, menu items, set-up time, and overall food court layout.
- Bellevue-based businesses will receive first consideration.

Notification of Application Status

- All applicants will be notified of acceptance by May 1, 2014.
- Accepted applicants will receive a Confirmation Packet with information about the event including a designated set-up time, booth #, parking pass, and other pertinent details.

Refunds

- Booth fee refunds will be processed on May 1 if you are not selected.

Permit & Insurance Requirements – Insurance Certificate Due May 22

All booths must comply with the following requirements. Booths are subject to inspection on the day of the event by City of Bellevue Fire and Park staff, and King County Public Health.

King County Public Health

All food vendors must obtain a **Temporary Food Permit** through Seattle/King County Department of Public Health. Application must be received by King County at least 14 days before the event. Food vendors are responsible for complying with all King County Public Health requirements. King County administers their application process and fees. The fee for 2012 was approximately \$267; however, please contact King County for fee confirmation and questions.

King County Public Health
Environmental Health Service, Food Protection Program
401-5th Avenue, Suite 1100
Seattle, WA 98104

Phone: 206-296-4632
Fax: 206-296-0189
www.metrokc.gov

City of Bellevue Business License

The City of Bellevue is participating in a joint business licensing program with the Department of Licensing at the State of Washington. City and State business license application forms have been combined into a single application. The City of Bellevue website provides information to obtain Uniform Business Identifier (UBI), Bellevue Business license, or how to obtain a Registration number.

City of Bellevue website is www.bellevuewa.gov, or to obtain a UBI, call 1-800-647-7706 or www.dol.wa.gov. Applications cannot be accepted without a UBI.

Insurance Certificate Due by May 22.

Vendors are required to obtain a Certificate of Insurance with \$1,000,000 Commercial General Liability coverage minimum naming the City of Bellevue 4th of July Event at the Downtown Park as an additional insured.

Your Insurance Certificated must have the following language:

Under Insured: must include your registered business name which also appears on your application.

Under Description of Operation: City of Bellevue 4th July Event at the Bellevue DT Park. City of Bellevue, its officers, employees, agents, volunteers are named as additional insured as pertains to work and services performed by the named insured only.

Under Certificate Holder: Bellevue Family 4th, City of Bellevue PO Box 90012, Bellevue WA 98009-9012.

City of Bellevue Fire Department

Fire and Cooking Requirements for Canopy (last page)

Food Booth Guidelines

Bellevue 4th of July 2015

Booth Appearance & Cleanliness

- The Food Court is located outside in the south parking lot of the Bellevue Downtown Park. Hot and cold water sinks located behind the restroom building.
- Vendors must supply appropriate booth structures, materials, tables, fire extinguisher, extension cords, hand washing station, etc. Booths must meet all codes, permits, and guidelines identified in this package.
- Each booth must be set-up within the designated space provided. Booth material, banners, and signs may not exceed the designated booth space. **Supplies may not exceed the area provided for your booth.**
- **Additional appliances that are not indicated on your application may not be used at the event. Additional electrical needs will not be accommodated after the deadline date of May 22.**
- Vendors should be ready to sell by 2pm. The main food court must be free of setup-related material including vehicles by 1:30pm.
- Vendors must be prepared with a proper booth structure in case of wind or inclement weather. The booth structure must be self-standing and weighted by means that are not a trip hazard.
- Vendors are responsible for keeping their booth area clean and free of debris. Recycling is available for aluminum cans, plastic bottles, newsprint, and flattened cardboard. Glass containers are prohibited.
- No stakes may be used in any park or grass area. No items, signs, banners, or booth anchor lines are to be attached to trees or shrubs.
- Interior and exterior of the booth need to be clean and presentable at all times.
- Amplified sound playing radios, etc. is not allowed.
- Timely garbage disposal is required. Large receptacles are provided for vendor use in the food court. Garbage cans located in the middle of the park are for event participants.
- Cardboard boxes must be crushed and placed in recycling bins.
- At the end of the event, all bags, boxes, and containers with garbage must be deposited in dumpsters, and the site completely free of debris before departure.
- No dumping of food waste products, i.e., water, grease, or ice on park grounds.
- Distribution or sale of non-food items, flyers, literature, balloons, coupons, or other materials is prohibited.

Electricity

- 10 x 10 and 10 x 20 booth fees includes two (2) 20-amp 120-volt circuits. One additional 20-amp circuit may be purchased for an additional \$100. Please indicate on your application.
- 10 x 30 booths cannot be guaranteed electrical service.
- In calculating electrical needs, factor a 20% safety cushion.
- Vendors must list every electrical appliance they plan to bring on the Food Vendor Application enclosed. This includes cash registers, lights, hot tables, etc. You must also list the amps and/or watts and voltage needs of each appliance. Specify the type of food to be cooked. If you do not list your items, your application will be rejected. Please be sure to complete this. It is mandatory so that all vendors have sufficient electricity.

- An electrical outlet will be available within 100 feet of your booth space. You must use proper electrical cords.
- Extension cords shall be listed be three-wire type with a ground. All cords shall be protected from physical damage and foot traffic.
- Multi-plug adapters must be listed for the load applied. Cube adapters and other devices that increase outlets are not acceptable unless equipped with an internal circuit breaker. All spliced wires are prohibited.
- Last minute revisions due to additional power requirements cannot be accommodated.

Food Sinks

- Utility sinks with hot and cold water are available for vendor use. They are located behind the permanent restroom building on the west end of the food court.

Lights Out

- All vendors must shut down any portable lights no later than 9:50pm. Fireworks begin promptly at 10pm.

Parking

- One standard-size parking space is provided for each vendor. Vehicles with trailers requiring more than one standard size parking space must be noted on application.
- Access is very limited, and if you leave your parking spot during the event, you may not be able to return to your spot.
- Free parking is available at Bellevue Square after 6pm.
- You will receive your official Parking Pass, map, directions, and load-in time in the early May Confirmation Packet.

Regarding the Application

Your application will be rejected if it is not accurate!
Your future participation will be prohibited if your operation does not match with your application.

- List all electrical appliances you plan to use at the event. (*Cash machines, lights, light tables, etc. List every item*)
- You may not bring additional electrical item not listed on this application.
- List Watts and/or Amps for each appliance.
- Add a 20% mandatory safety cushion when calculating your electrical needs.
- The Business Name on your application must be the same as your registered business name.
- Your business name must also appear on your Insurance Certificate along with other insurance certificate requirements listed on Page 3.

Please send completed and signed application, with booth fee to:

Contact Information: Bellevue Parks & Community Service Department
Northwest Arts Center – 4th of July
PO Box 90012
Bellevue, WA 98009
425-452-4106

Thank you for applying to this year's 4th of July

Food Booth Application

Bellevue 4th of July Food Vendor – Deadline: April 11, 2015

You are required to provide accurate and complete information. Please print clearly.

The Business Name you provide will be used on all publicity material and signage.

Business name you provide must match the business name provided on Certificate of Insurance.

Registered Business

Name: _____

Bellevue Business

Number: _____

UBI (required): _____

First & Last Name: _____

Address: _____

City, State, Zip: _____

Email: _____

Website: _____

Primary Phone: _____ **circle one:** Home Work

Secondary Phone: _____ **circle one:** Cell Home

Booth Size: 10 X 10 \$400 _____ (includes 2 – 20 amp, 120 volt circuit of electricity)

10 X 20 \$800 _____ (includes 2 – 20 amp, 120 volt circuit of electricity)

1 extra 20-amp, 120 volt circuit is \$100. _____ (this is in addition to the above)

10 X 30 \$ 1200 _____ (does not include electricity)

Please make check payable to the City of Bellevue. You may also pay by credit card over the phone.

What is the total length of the vehicle and/or trailer you will need to park: _____

Indicate the amount of time it takes you to set up your booth: _____

Type of Cuisine: _____

Describe the type of food products you plan to sell in 20 words or less

(This may be used to describe your booth in the 4th of July promotional materials should you be accepted):

List menu items and prices

Any product that differs in quality or is inconsistent from the information provided below, may be eliminated at the event. Bellevue 4th of July staff and/or King County Public Health reserve the right to refuse any product that may deem inappropriate, or that was not disclosed and approved as a menu item on this list.

1.	\$	6.	\$
2.	\$	7.	\$
3.	\$	8.	\$
4.	\$	9.	\$
5.	\$	10.	\$

List all electrical appliances you plan to use at the event. List Watts and/or Amps required for each appliance. In calculating electrical needs, factor a 20% safety cushion.

If you do not list your electrical items including the Watts and Amps of each appliance, your application will be rejected. Sorry, no exception. (Cash machines, lights, light tables, etc. List every item) You may not bring additional items to the event that are not listed below.

1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

List other non-Electrical cooking items you plan to use at the 4th of July. (Propane, etc)

1.	4.
2.	5.
3.	6.

WAIVER OF LIABILITY/RELEASE. CAUTION! PLEASE READ CAREFULLY.

To the extent provided by law, in consideration of myself and/or my child(ren) being allowed to use City of Bellevue Parks & Community Services facilities and/or participate in City-sponsored activities, I assume all risks, including risk of injury or death, associated with my or my child(ren)'s use of said facilities and/or participation in said activities. I further agree on behalf of myself, my heirs, executors, assigns, and personal representatives, to waive and release any and all rights and claims for damages, including attorney fees, I now, or may hereafter have, whether known or unknown, against the City of Bellevue and its officials, employees, and agents for any injuries suffered by me or my child(ren) in connection with the use of City facilities or participation in City-sponsored activities. I acknowledge that I have carefully read this Waiver of Liability and fully understand that I am waiving any right that I may have to bring a legal action to assert a claim against the City of Bellevue for negligence.

PHOTO/VIDEO RELEASE. I give my permission to have photos and/or video recordings taken of me or my child(ren) for publicity purposes during City of Bellevue activities, even though we will not receive compensation of any kind for appearing in such photos or video recordings. I have read, understood, and voluntarily accepted the conditions of the Waiver of Liability/Release and the Photo Release printed above.

Name: _____ Date: _____
Signature

I have read and understand the information presented in the 2014 Food Vendor Application and Information Package.

Name: _____ Date: _____
Signature

Timeline

Bellevue 4th of July Food Vendors – 2015

April 10 Application and payment due

April 24 Selection process complete

**May 1 Notifications mailed with parking and load-in information
(100% of payment returned to vendors not selected)**

May 22 Health permit, insurance certificate, extra electrical fees due

July 4 Day of Event – Friday

10am to 12noon - arrive in the south parking lot/the food court at your designated set-up time

12noon to 2pm - health and fire inspections

2pm - All vehicles and set-up equipment must exit food court area. Food service begins. No exceptions.

9:55pm - food court closes and all lights must be turned off for fireworks

10:30pm - estimated Food Vendor pack up, clean-up, and departure

Contact Information

Bellevue Parks & Community Services, Northwest Arts Center
PO Box 90012, Bellevue WA, 98009-9012
Phone: 425-452-4106
Fax: 425-452-2051
E-Mail: DPettersson@Bellevuewa.gov



Fire and Cooking Requirements for Canopy Bellevue 4th of July Family Celebration

To ensure that life safety conditions are met when small commercial fabric canopies are used for temporary events, the following Bellevue Fire Department guidelines and conditions are required:

- The canopy is open on all sides
- The canopy shall not be for assembly use such as the seating or gathering of people for any purpose.
- Canopies shall be for temporary use

Cooking - Cooking within small open air canopies may be permitted provided the following safety requirements are met:

- Portable open-flame devices fueled by • flammable or combustible gases, liquids, solid fuels such as charcoal briquettes or electrical appliance shall be installed in such a manner as to prevent heat or flame from contacting or to come within close proximity of the canopy structure.
- Consult UL (or other listed agencies) appliance specifications requirements for separations. For UL listed equipment without specifications or for non listed equipment the following rule of thumb evaluation may be necessary:
- *When the cooking appliance is at its maximum temperature and sustained for at least 20 minutes, the temperature of the canopy over the appliance may not exceed 120 degrees.* A 2 ft. minimum clearance shall be required from the above material when cooking within a canopy.
- Canopies used for cooking purposes shall • not be accessible to the public.
- Cooking processes that produce airborne • burning embers, sparks or grease flairs shall not be permitted under small canopy structures.

Flammable Gases - Propane or other flammable gases shall be kept away from open flame and secured outside the perimeter of the canopy. All flammable gas cylinders shall be secured in an upright position.

Flammable Liquids - Gas powered generators shall not be located within small canopies. Containers of gasoline or other flammable liquids shall not be located within small canopies and shall be secured in a remote location not accessible to the public.

Exits - Exits shall not be obstructed in any manner. Guy wire and support ropes shall not cross a means of egress at a height of not less than 8 ft. Walking surfaces shall be kept clear and maintained in an approved manner.

Fire Protection - A portable fire extinguisher having a minimum 2A:10BC rating type or larger shall be provided for each canopy. A portable extinguisher having a minimum 2A:40BC rating shall be provided for each canopy used for cooking or Class K type used for vat fry cooking.

Bracing - Canopy structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.

Flame Resistance - Canopies and their appurtenances shall be composed of flame-resistant material or shall be treated with a flame retardant material in an approved manner. The structure shall have a permanent affixed label bearing the identification of size and fabric or material type.

Electrical Cords - Extension cords shall service one appliance and shall be three-wire type grounded. All cords shall be protected from physical damage and foot traffic. Spliced wires and open junction boxes are not permitted.

The rated electrical capacity of the appliance shall not exceed the rated capacity of the extension cord.

Inspection - A Fire Department inspection will be conducted at the Bellevue 4th of July event. Contact the Bellevue Fire Prevention Division of the Bellevue Fire Department for further information at 425-452-6872.